

GUIDELINES

I. OVERVIEW OF COUNCIL ON MENTALLY ILL OFFENDERS, BEST PRACTICES AWARD

The Council on Mentally Ill Offenders (COMIO), also referred to as the Council, was formed to investigate and promote cost-effective approaches to meeting the long-term needs of adults and juveniles with mental disorders who are likely to become offenders or who have a history of offending. The Best Practices Award allows the Council to identify and recognize outstanding California-based programs that have a positive impact on the mentally ill offender population at the state, local, and correctional institutional, or community level.

II. BACKGROUND

The Council was established in October 2001, by former Governor Gray Davis and signed into law in 2006 by Governor Arnold Schwarzenegger. The Council is comprised of eleven members. The legislation designates as permanent members the Secretary of the California Department of Corrections and Rehabilitation and the Director of the California Department of State Hospitals, with the Secretary serving as the chair. The other members are appointed as follows: three by the Governor, at least one of whom shall represent mental health; two each by the Senate Rules Committee and the Speaker of the Assembly, each appointing one representative of law enforcement and one representative of mental health; one by the Attorney General; and one superior court judge appointed by the Chief Justice.

III. COMIO PURPOSE/GOALS/OBJECTIVES

The Council's purpose is:

The Council's primary purpose is to investigate and promote cost-effective approaches to meeting the long-term needs of adults and juveniles with mental disorders who are likely to become offenders or who have a history of offending.

The Council's goals are:

- Identify strategies for preventing adults and juveniles with mental health needs from becoming offenders.
- Identify strategies for improving the cost effectiveness of services for adults and juveniles with mental health needs who have a history of offending.

- Identify incentives to encourage state and local criminal justice, juvenile justice, and mental health programs to adopt cost-effective approaches for serving adults and juveniles who are likely to offend or who have a history of offending.

The Council's objectives are:

- Improve service coordination among state and local mental health, criminal justice, and juvenile-justice programs.
- Improve the ability of adult and juvenile offenders with mental health needs to transition successfully between corrections-based, juvenile-based, and community-based treatment programs.
- To apply for funds from the federal government or other sources to further their purposes.

IV. PURPOSE OF BEST PRACTICES AWARD

The overall purpose of these Best Practices Awards is to recognize and highlight great ideas and good practices within California, as well as inform others about the best practices pertaining to mental health, what barriers have been overcome, and what successes are being gained within the communities.

V. WHO MAY APPLY

Only one application per agency will be reviewed. The following types of organizations are encouraged to apply:

- State Agencies
- Community Agencies
- Courts
- Probation Departments
- Mental Health Departments
- Juvenile and Adult Programs

VI. PROVISIONS WHEN APPLYING

If more than one application is submitted from the same county, each application must stand as an independent and complete submission. Two or more applications referencing portions of other applications will be disqualified. Previous winners are not eligible to apply unless a major new direction has been taken in the program.

VII. SUBMISSION OF QUESTIONS TO COMIO COORDINATORS

Please submit all questions pertaining to the application or its process for the COMIO Best Practices Award via e-mail to Alicia.Aguilar@cdcr.ca.gov by 4 p.m. on **December 18, 2013**.

VIII. MANDATORY, NON-BINDING LETTER OF INTENT

A Mandatory, Non-Binding Letter of Intent form (Attachment A) must be received no later than 4 p.m. on **January 3, 2014** via e-mail to Fu.Yiu@cdcr.ca.gov. **Applicants who do not submit the Mandatory Letter of Intent form by the requested due date will be automatically rejected.**

IX. SUBMISSION OF APPLICATION

Interested applicants should have their completed application submitted via e-mail to Fu.Yiu@cdcr.ca.gov no later than **3:30 p.m. on January 17, 2014**.

X. BEST PRACTICES AWARD PROCESS

Successful applicants will receive formal notification on or before **March 19, 2014** and awards shall be presented at the Forensic Mental Health Association of California (FMHAC) Conference on **March 19, 2014, Hyatt Regency and Resort in Monterey, CA** and be posted on the COMIO website. Awards shall be given to applicants with the highest scores and whose applications are determined to be technically complete and meet all required qualifications as outlined in the guidelines.

XI. APPLICATION PROCESS

A. QUALIFICATION REQUIREMENTS (20 Points)

- Implementing agency
- Title of program
- Key spokesperson (press), contact for this program, and person completing application by including:
 - Name and Titles
 - Address
 - E-mail Addresses
 - Telephone Numbers

B. COLLABORATIVE IN NATURE (5 POINTS)

- Collaborative partners/providers

C. MATURITY OF PROJECT (10 POINTS)

- Date of program inception (must be operational for a minimum of 24 months to qualify)
- Selection criteria used to identify clients

D. CLIENT NUMBER SUFFICIENT (15 POINTS)

- Number of people served since program inception
- Number of people in program at any one time
- Number of staff providers

E. ADEQUATE DATA (20 POINTS)

- Identify program models and location used for this program design
- What measures are used to determine program success (attached data items used and/or evidence based research)

F. RELEVANT TO COMIO (20 POINTS)

- Objectives of program

G. MAKE A DIFFERENCE (10 POINTS)

- Unique qualities of program
- Typical length of time clients are served in program
- For agencies interested in replicating this program, note most valuable lessons learned

XII. APPLICATION REVIEW AND SCORING PROCESS

A. STAGE 1-CERTIFICATION CHECKLIST (Attachment B)

B. STAGE 2-APPLICATION REVIEW AND SCORING PROCESS

Applications will be reviewed for completeness and compliance with the guidelines for Best Practices Award requirements. Each application received will be evaluated by a panel of reviewers to determine the responsiveness of the application to the purpose and requirements specified in the guidelines.

C. SUMMARY OF MAXIMUM POSSIBLE POINTS:

Qualification Requirements	20 Points
Collaborative in Nature	5 Points
Maturity of Project	10 Points
Client Number Sufficient	15 Points
Adequate Data	20 Points
Relevant to COMIO	20 Points
Make a Difference	10 Points

Total Points

100 Points

D. SCORING TOOL

QUALIFICATION REQUIREMENTS-20 Points	POINTS POSSIBLE
Did they applicant submit a Letter of Intent?	5
Did the applicant provide the implementing agency?	5
Did the applicant provide the title of the program?	5
Did the applicant identify the key spokesperson (press) contact for the program, and the person completing the application and include the following information: Name and Title, Address, E-Mail Address, and Telephone Number?	5
COLLABRATIVE IN NATURE-5 POINTS	POINTS POSSIBLE
Did the applicant provide documentation regarding partners and providers?	5
MATURITY OF PROJECT-10 POINTS	POINTS POSSIBLE
Did the applicant provide the date of program inception?	5
Did the applicant provide selection criteria used to identify clients?	5
CLIENT NUMBER SUFFICIENT-15 POINTS	POINTS POSSIBLE
Did the applicant provide the number of people served since program inception and note the numbers of successes and failures?	5
Did the applicant provide the number of people in the program at any one time?	5
Did the applicant provide the number of staff providers?	5

ADEQUATE DATA-20 POINTS	POINTS POSSIBLE
Did the applicant identify program models and locations used for this program design?	10
Did the applicant provide measures used to determine program success, and, if so, did the applicant attach data items used and/or evidence based research?	10
RELEVANT TO COMIO-20 POINTS	POINTS POSSIBLE
Did the applicant provide the objectives for his or her program?	10
Did the applicant explain why he/she believes their program qualifies as a Best Practice?	10
MAKE A DIFFERENCE-10 POINTS	POINTS POSSIBLE
Did the applicant provide unique qualities of his or her program?	5
Did the applicant provide typical length of time clients are served in the program?	5

The following criteria are used by the Council to evaluate the applications and the applicant should receive a minimum score of 75% to be considered for a Best Practices Award.

Points	Criteria
90-100	Response meets or exceeds all elements of the requirements and clearly demonstrates a thorough understanding to the extent that a Applicant's assessment plans and/or outcomes are based on relevant COMIO expectations and are sufficient to meet requirements. The level of the applicant resource commitments is above satisfactory.
75-89	Response meets the elements of the requirements and demonstrates project processes that conform to COMIO expectations, but with weaknesses that are considered minimal and can be mitigated.
50-74	Response meets the elements of the requirement for project management with weaknesses that are considered moderate and resolvable but will require more involvement by the Council to mitigate

	potential risks.
0-49	Response meets the elements of the requirement for project management practices with identified weaknesses that will require significant resources from the Council to mitigate and ensure project success.

XIII. DISPUTE PROCESS

A. WHO CAN DISPUTE

Only non-awarded applicants who submitted an application within required guidelines may dispute.

B. GROUNDS FOR DISPUTES

Applicant must meet the qualifying criteria and requirements in order to participate and qualify for the COMIO Best Practices Award. Applicants who feel they have met the requirements as outlined in the guidelines, but were denied an award, may file a Dispute Form (Attachment C).

C. DISPUTE TIMELINES AND CONTACT INFORMATION

If an eligible applicant wishes to dispute the COMIO Best Practices Award, the applicant must complete the Dispute Form and send it to the COMIO Coordinators at the California Department of Corrections and Rehabilitation, Statewide Mental Health Program, Policy Support Unit, by 1 p.m. on **April 24, 2014.**

DISPUTES MUST BE MAILED TO:

Overnight Express:	E-Mail Process:
Dispute COMIO Best Practices Award 2013 Fu Yiu (Yoyo) California Department of Corrections & Rehabilitation Division of Health Care Services Statewide Mental Health Program Policy Support Unit P.O. Box 588500 Building G2 Elk Grove, CA 95758	Dispute COMIO Best Practices Award 2013 Fu Yiu (Yoyo) Fu.Yiu@cdcr.ca.gov

D. COMIO COUNCIL DISPUTE RESPONSE

The Council will provide written responses to those applicants who complete a Dispute Form by the cutoff date as indicated above, on or before **May 2, 2014**.

XIV. WEBSITE AND RESOURCES

Council on Mentally Ill Offenders

<http://www.cdcr.ca.gov/comio/index.html>

Council on Mentally Ill Offenders Best Practices

[http://www.cdcr.ca.gov/COMIO/Best Practices Awards.html](http://www.cdcr.ca.gov/COMIO/Best_Practices_Awards.html)

XV. ATTACHMENTS

- A.** Letter of Intent Form
- B.** Application Cover Sheet and Certification Checklist
- C.** Dispute Form